For the modern office.... a completely new kind of typewriter that solves the problems of re-typing--- magnetically.

Contents

Introduction

Exercises in this manual will let you practice what you study in your MT/ST TRAINING GUIDE. The TRAINING GUIDE and this book of PRACTICE EXERCISES were designed to be used together. You will first read about a new operating procedure in the TRAINING GUIDE. Then you will be instructed to turn to the appropriate page in this manual to practice the new procedure. In each book you will be told just when to go to the other manual and on what page to begin work. ☐ Detailed instructions for the exercises are outlined in easy 1-2-3 fashion. In the first part of the book, these instructions are on the page to the left; material you are to record and play back is on the right. Midway through Section B, when fewer instructions are needed, this format changes. ☐ Repeat drills anytime you feel the additional practice will be of benefit.

Section A

MAGNETIC RECORDING AND AUTOMATIC
PLAYBACK

To eliminate needless repetition, standardize on
the following procedures:

1. Insert paper in the typewriter with the left
edge of the paper lined up with the 0 point on
the writing scale.

2. Set margins at 15 and 85 for elite-spacing
machines, 7 and 77 for pica.

3. Set a tab to indent five spaces for paragraphs.
Follow the style of the exercise as it is printed
to know whether to indent or type in block style.

4. Use single or double spacing according to the
copy from which you will be typing. (This is just
a typewriter adjustment and does not affect the
recording. Anything recorded can be played back
in either single or double spacing regardless of
how the typewriter was set at the time the record-
ing was made.)

5. To type beyond the right margin, depress the
Margin Release Key, just as you would do on
any other typewriter. The machine will auto-
matically type through the margin when that line
is played back. (This automatic action takes
place even though depressing the Margin Re-
lease Key did not record a code on the tape.)

6. *Type line for line* as the exercises are printed.

7. *Always* begin a recording with one *carrier
return* so you will not have to remember to re-
turn the carrier to the left margin before each
playback. With a Carrier Return Code on the
tape, the carrier is positioned as a part of the
playback. The abbreviation **CR** is printed at the
beginning of each new recording as a reminder
to record a carrier return.

8. *Always* end a recording with a *Stop Code*. A
reminder is printed at the end of each recording
to help establish this habit.

Practice Exercise A-1

Practice recording and playing back recorded material:

READ INTRODUCTORY MATERIAL

Before proceeding with Practice Exercise A-1, read the Introduction to this book and the general instructions for Section A given on page 3.

TYPEWRITER ADJUSTMENTS

1. Set Operation Selector Dial for Playback, either Right or Left Station, so no typewriter action will record at this time.

2. Set margins.

3. Set a tab for a five-space paragraph indention.

RECORD

1. Set Operation Selector Dial for Record, Right Station.

2. Rewind tape.

3. Begin recording with a carrier return.

4. End paragraph with a Stop Code.

5. Type with ease knowing that, if you make an error, all you have to do is backspace and strike over—or rewind the tape and begin again.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Rewind tape.

3. Set Playback Mode Dial for Automatic.

4. Depress Start Button with index finger.

Practice Exercise A-2

Practice stopping automatic playback with the Stop Button:

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Rewind tape.

3. Set Playback Mode Dial for Automatic.

4. Start and stop the playback every few words using the index finger on the Start Button and the middle finger on the Stop Button.

CR

    Haven't you long wished for carefree typing, typing where you can zip along at a fast, easy pace and not be concerned about making typographical errors? How many times have we talked ourselves into making a misstroke because we were saying, "Don't make a mistake; don't make a mistake." With your MT/ST you have no worry. If you do make an error, backspace and strike over. And, you know what? When you don't worry about errors, you don't make as many. **Stop Code**

Practice Exercise A-3

Practice playing back in Line, Word, and Character Modes:

PLAY BACK

1. Rewind tape.

2. Set Playback Mode Dial for Automatic.

3. Depress Start Button.

4. During first line of playback, without depressing the Stop Button, switch Playback Mode Dial from Automatic to Line.

5. Depress Start Button to play out a couple of lines.

6. During line playback, switch Playback Mode Dial to Word.

7. Depress Start Button to play out several words.

8. Switch to Character, and play out several characters.

9. Switch back to Automatic to finish paragraph.

Practice Exercise A-4

Practice searching for sentences identified by Reference Codes:

TYPEWRITER ADJUSTMENTS

1. Set Operation Selector Dial for Playback so no typewriter action will record at this time.

2. Set a tab to indent four spaces.

RECORD

1. Set Operation Selector Dial for Record, Right Station.

2. Rewind tape.

3. Record a Reference Code.

4. End each sentence with a Stop Code and Reference Code.

Remember, if you make a typographical error, just backspace and strike over.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Dial in Reference No. 02.

3. Depress Search Button.
You can tell when this action is completed by the distinctive clicking sound of the machine as it locates the Reference Code and stops.

4. Depress Start Button.
Use the index finger. Get used to the feel of this button as the first of a group of three buttons.

5. Repeat steps 1 through 4 for sentences 3, 5, 4, and 1.

Reference Code

CR

1. Reference Codes identify sections of recorded information. **Stop Code and Reference Code**

2. Only once is a Reference Code recorded before the message, and that is the first time you use a new tape. **Stop Code and Reference Code**

3. Develop the habit of always recording a Reference Code at the end of every message. **Stop Code and Reference Code**

4. A Reference Code at the end of a recording permits you to search to that spot on the tape any time you wish to record additional messages on the same tape. **Stop Code and Reference Code**

5. The number showing in the Reference Number Dial has nothing to do with recording a Reference Code. **Stop Code and Reference Code**

Practice Exercise A-5

Practice searching to begin recording:

RECORD PARAGRAPH NO. 1

1. Set Operation Selector Dial for Record, Right Station.

2. Rewind tape.

3. Record a Reference Code.

4. Type paragraph no. 1, ending it with a Stop Code and a Reference Code.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Dial in Reference No. 01.

3. Depress Search Button.

4. Depress Start Button.

RECORD PARAGRAPH NO. 2

1. Set Operation Selector Dial for Playback, Right Station.

(Remember that you do not begin this second paragraph by recording a Reference Code. Reference Code No. 2 was recorded at the end of the first paragraph.)

2. Dial in Reference No. 02.

3. Depress Search Button.

4. Set Operation Selector Dial for Record, Right Station.

5. Type paragraph no. 2, ending it with a Stop Code and a Reference Code.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Dial in Reference No. 02.

3. Depress Search Button.

4. Depress Start Button.

CR

1. A Reference Code is not a single code, but a combination of
61 special codes with a single meaning to the MT/ST when it is
instructed to search. Bear in mind that searching is not the same
as reading the tape. When the machine searches, the tape moves at
high speed and the machine is looking only for the Reference Code.
When it recognizes the Reference Code, it stops on the space follow-
ing the 61st code. On the other hand, depressing the Start Button
tells the machine to read, or "look at," each character individually
and act accordingly. **Stop Code and Reference Code** 02

2. The first of the 61 codes is an Automatic Search Code.
The Automatic Search Code causes the machine to search automatically
without your depressing the Search Button. Thus, if the tape is
sitting at the beginning of a Reference Code and you depress the
Start Button, the machine will "read" that first code and act on
it. It will read the Auto Search Code and automatically search to
whatever Reference Number happens to be dialed in the Reference Num-
ber Dial. This could happen if you rewound rather than searched the
tape. Or, it could happen if you recorded two Reference Codes in a
row and depressed the Start Button to begin playback thinking you
were at the beginning of a recording when actually you were posi-
tioned on the Automatic Search Code at the beginning of a Reference
Code. **Stop Code and Reference Code**

Practice Exercise A-6

Practice recording material with underscored words:

TYPEWRITER ADJUSTMENTS

1. Set Operation Selector Dial for Playback or any setting other than Record.

2. Set a tab for a five-space paragraph indention.

RECORD

1. Search to recording position 01.

2. Set Operation Selector Dial for Record, Right Station.

3. Type the paragraph, ending with a Stop Code and a Reference Code.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Dial in Reference Code No. 01.

3. Depress Search Button.

4. Set Playback Mode Dial for Automatic.

5. Depress Start Button (index finger—can you find the button without looking?).

CR

    There will be times when you will want to record the signal "backspace" on a tape, an instruction that during playback will cause the typewriter carrier to <u>backspace</u>. For example, this would be done when a word or phrase is to be <u>underlined</u>. From what you have read about correcting typographical errors, you can readily see that the typewriter Backspace Key would not be used for this purpose. **Stop Code and Reference Code**

Practice Exercise A-7

Practice centering
using Backspace Codes:

TYPEWRITER ADJUSTMENTS

1. Set Operation Selector Dial for Playback.

2. Set a tab for the center of your paper: 50 for an elite-spacing machine, 42 for pica.

RECORD

1. Search position 01.

2. Set Operation Selector Dial for Record, Right Station.

3. Center the four lines.

    a. For each line, tabulate to center of page.

    b. Depress Backspace Code Button for every other character in the line.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.

2. Dial in Reference No. 1.

3. Depress Search Button.

4. Set Playback Mode Dial for Automatic.

5. Depress Start Button.

RECORD AGAIN

On three separate lines, center your (1) name, (2) street address, and (3) city and state.

PLAY BACK

Play back your name and address.

CR

Magnetic Tape "Selectric" Typewriter Seminar

INTERNATIONAL BUSINESS MACHINES CORPORATION

590 Madison Avenue

New York, New York 10022 **Stop Code and Reference Code**

Practice Exercise A-8

Practice using the Line Return Button in playback:

TYPEWRITER ADJUSTMENTS

1. Set Operation Selector Dial for Playback, Right Station.
2. Set two tab stops:
one for a five-space paragraph indention, and one at center for heading (50 for elite, 42 for pica).

RECORD

1. Search position 01.
2. Set Operation Selector Dial for Record, Right Station.
3. Record, remembering to:
center with Backspace Code Button, and end with Stop and Reference Codes.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station.
2. Set Playback Mode Dial for Automatic.
3. Depress Line Return Button.
Listen to the sound of the machine as the tape backs up through the Reference Code and the line of typing.
4. Depress Start Button and play back last line.
5. Depress Line Return Button twice and play back last two lines.
Listen for the completion of the first line return before depressing Line Return Button the second time.
6. Depress Line Return Button three times and play back last three lines.

CORRECT

1. Set Operation Selector Dial for Record, Right Station.
2. Assume you have just finished typing the paragraph and want to add the word *will* as indicated on the marked copy.
3. Depress Line Return Button three times.
Find the Line Return Button by dropping your little finger at the side of the tape-unit keyboard and feeling the Load and Line Return Buttons. Depress the Line Return Button with the index finger.
4. Return the carrier. It will record over the Carrier Return Code now on the tape.
(If you had started typing immediately, you would have erased the existing Carrier Return Code, and the carrier would not have returned after the preceding line in playback.)
5. Retype last three lines inserting *will* as indicated on the marked copy.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station, to play back for proof of correction.
2. Depress Line Return Button five times.
3. Depress Start Button.

LINE RETURN BUTTON 18/9

The Line Return Button <u>always</u> moves the tape back to the pre-
ceding Carrier Return Code. If you roll the typewriter platen back
with <u>each</u> depression of this button, the tape will be resting at the
end of the line of copy just above your writing scale. **Stop Code and Reference Code**

LINE RETURN BUTTON

CORRECT AGAIN

1. Assume you have finished typing the paragraph and want to add the word *magnetic* as indicated on the marked copy.

2. Set Operation Selector Dial for Playback, Right Station.

3. Depress Line Return Button twice. (Use touch system to locate this button.)

4. Set Playback Mode Dial for Word.

5. Depress Start Button to play up to point of correction.

6. Set Operation Selector Dial for Record.

7. Type *magnetic* and rest of paragraph.

PLAY BACK

1. Set Operation Selector Dial for Playback, Right Station, to play back for proof of correction.

2. Set Playback Mode Dial for Automatic.

3. Depress Line Return Button five times. (Use touch system.)

4. Depress Start Button.

LINE RETURN BUTTON

The Line Return Button <u>always</u> moves the tape back to the pre-ceding Carrier Return Code. If you will roll the typewriter platen back with <u>each</u> depression of this button, the *magnetic* tape will be resting at the end of the line of copy just above your writing scale. **Stop Code and Reference Code**

Practice Exercise A-9

Supplementary practice—manuscript typing which includes centering and underscored words:

TYPEWRITER ADJUSTMENTS

Set tab stops for paragraph indention and center of paper.

RECORD

Either begin recording with your usual one carrier return, or record the proper number of returns to space your paper down to the first line of recording. Make a note of this spacing, or remember how you began your recording so you will plan for this in playback.

PLAY BACK

Remember to end each page with a Stop Code and a Reference Code.

(Go back to Training Guide, page 18)

TRAINING GUIDE

IBM MAGNETIC TAPE "SELECTRIC" TYPEWRITER

Introduction

A Magnetic Tape "Selectric" Typewriter is an IBM "Selectric" Typewriter attached to a tape unit giving you the option of recording what you type and playing it back automatically.

When you elect not to record, you can use your typewriter for straight typing, just as you would any other IBM "Selectric" Typewriter. You will use that same skill on your MT/ST, and the two typewriters will seem identical to you. (Technically, the typing unit for the MT/ST is called an Input-Output Writer, but the distinction is an internal one having to do with its ability to record on tape and play back automatically. The only keyboard change is the substitution of the Revise Carrier Return Key for the Index Key.)

In addition to the ease afforded by the "Selectric" Typewriter, the MT/ST brings you the further advantages of magnetic recording.

Typographical errors may be corrected on the tape by merely backspacing and typing over the incorrect character. This means you can type at your top speed to create a perfect tape. The tape can then be used to play back automatically, at a rate of 130 wpm, and your original and several carbons are perfect; no erasing is required.

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Information which requires frequent retyping can be stored on the magnetic tape and typed out automatically as often as necessary. Not only can magnetic recording be re-used indefinitely, but individual sections of a tape can be identified for future location within seconds.

Copy can be revised by typing out the unchanged portion at high speed, _automatically_, and manually typing and proofreading only the changed portion.

For copy which will be changed a number of times, a second tape can be produced during the revision.

Your MT/ST can perform automatic letter writing, unattended, yet produce _personalized_ letters by merging information recorded on _two_ different tapes.

Section B

REVISION TYPING WITH ONE TAPE

For the sake of brevity in presenting instructions, standardize on the following procedures for Section B. They will not be repeated for individual exercises, but should be followed unless otherwise instructed.

1. Take the machine out of Record to make typewriter adjustments.

2. Use Adjust Playback instead of straight Playback, because all the work in Section B is related to revision typing. Begin the Play Back and Revise portions of the exercises by setting the Operation Selector Dial for Adjust, Right Station.

3. To begin all recording exercises:

   a. Set Operation Selector Dial for Playback or Adjust Playback, Right Station. (You cannot search in Record.)

   b. Dial in Reference Number 01.

   c. Depress Search Button.

   d. Set Operation Selector Dial for Record, Right Station.

   e. Begin recording with one carrier return.

4. Type copy line for line as you see it printed in the exercises. This is important to illustrate certain new principles about the Margin Adjust Zone, hyphens at the ends of lines, etc.

5. Remember the convenience of using the Line Return Button:

   a. Use it when you notice an error one or a few lines back.

   b. When you return the carrier but should not have, depress the Line Return Button. You will be back in position to record over the Carrier Return Code.

6. End each recording with a Stop Code and Reference Code.

7. Beginning with Practice Exercise B-13, there will be a change from printing instructions on the left and exercises on the right. With fewer instructions needed, many exercises can directly follow instructions.

8. You will not always record new material for each practice exercise. Unless given specific instructions to record, use the previous recording.

NOTE: In recording, backspace and strike over typographical errors. But, if you do not notice these until playback, ignore them! Just concentrate on learning the new principle which is the objective of that particular exercise. Overlook errors for the moment with the confidence that they can be corrected by merely typing the correct letters over the incorrect ones. Or, if you need to insert or delete characters, this can be done, too. Tape corrections will be discussed in Section D. The main thing at this point is to be sure you understand the new ideas covered in each exercise. You are working for understanding. Perfection will come later, with practice.

Practice Exercise B-1

Practice playing back in Adjust and moving right margin:

READ INTRODUCTORY MATERIAL

Read page 23 for standard operating procedures to follow for all exercises in Section B

RECORD

Begin recording with <u>two</u> carrier returns for this particular exercise.

PLAY BACK

1. Move right margin in 10 spaces.

2. Observe during playback:

   The automatic carrier-return action.

The machine honor the two Carrier Return Codes recorded at the beginning of the exercise.

The carrier return at the end of the first paragraph honoring the return-tab combination.

PLAY BACK AGAIN

1. Move right margin back to where it was when recording.

2. Observe right margin as material plays out. Do your lines <u>end</u> near 85 on elite or 77 on pica machines?

3. If <u>not</u>, play back again with right margin moved 5 or 10 spaces to the right so that lines <u>will</u> end near 85 or 77.

With practice you will learn the right setting for your typewriter as it responds to the vocabulary in your particular job.

NOTE: For all practice exercises to come, record material with margins of 15 and 85 for elite and 7 and 77 for pica machines. <u>But</u> play back with right margin set so lines will <u>end</u> near 85 or 77. This instruction will not be repeated for later exercises. Consider it to be standard operating procedure unless you are instructed otherwise.

The IBM Magnetic Tape "Selectric" Typewriter "thinks" one way under certain conditions and another way in others.

In straight Playback it honors all Carrier Return Codes. But in Adjust Playback it honors single Carrier Return Codes only when the carrier is in the Margin Adjust Zone.

Practice Exercise B-2

Practice with carrier stopping on right margin in Adjust Playback:

RECORD

PLAY BACK

1. Play back with right margin at 85 or <u>77</u>, just as it was when recording.

2. Observe carrier stop at the right margin before completing *inaccessibleness,* at the end of the first line.

3. Switch to Word Mode.

4. Depress Start Button as many times as needed to play out the rest of *inaccessibleness.*

PLAY BACK AGAIN

Experiment with moving right margin to a point where the carrier will stop at a letter in *inaccessibleness,* so you will want to play out another letter or two and then hyphenate to finish the word on the next line.

For example, if the carrier should stop on the letter *b,* you would:

1. Set Playback Mode Dial for Character.

2. Depress Start Button twice to play out *le.*

3. Type a hyphen.

4. Depress Carrier Return Key.

5. Set Playback Mode Dial for Automatic.

6. Depress Start Button to complete playback.

Practice Exercise B-3

Practice returning carrier without spacing except when line ends with a period ending a sentence:

RECORD

Do not space at the end of a line before returning the carrier <u>unless</u> that line ends with a period ending a sentence. When it does end with such a period, space <u>once</u> before returning the carrier.

PLAY BACK

Move right margin in ten spaces and play back. Check for proper spacing after all periods.

There are times when extremely long words, such as "inaccessibleness," "multinucleolated," "hydromechanics," "nonprofessional," "examinatorial," will begin before and not be completed within the Margin Adjust Zone.

Ignored all RH CR codes.

As typists we are accustomed to thinking in terms of typewritten lines. As MT/ST operators we want to forget about typewritten lines. We want instead always to think of what is on the tape. The tape is one continuous roll, and we want to adjust our thinking to adjacent characters. The MT/ST reads and acts on one character after another. When we begin seeing in our mind what is on tape, we have a clear picture of how our machine is going to perform.

Practice Exercise B-4

Practice recording hyphens which may be dropped in Adjust:

RECORD

1. When recording regularly hyphenated words, such as *mother-in-law,* type them just as you see them—no special procedure.

2. When dividing a word at the end of a line, use the following special procedure:

        space
        Backspace Code
        hyphen
        carrier return

3. Remember: Do not space before a carrier return unless it is preceded by a period ending a sentence. Then space once.

PLAY BACK

1. Change margins to 20 and 80, or 12 and 72.

2. Set a tab to indent for paragraph.

3. Observe playback to see which hyphens print and which do not.

4. Observe the carrier return when the machine reads a hyphen in the Margin Adjust Zone.

NOTE: Anytime you have a question about why the machine did a certain thing in playback, draw a diagram of what was recorded on the tape. Learn to visualize your recording as a continuous series of characters and not lines as you are accustomed to seeing typing on a page.

Practice Exercise B-5

Practice recording dashes and practice adding words to final copy in playback:

RECORD

1. Move margins back to 15 and 85 or 7 and 77.

2. Record a dash as:

        space
        one hyphen
        space

3. Remember: Do not space before a carrier return unless preceded by a period ending a sentence. Then space once.

It does not matter whether the hyphen appears in a hyphenated word such as mother-in-law, father-in-law, sister-in-law, or brother-in-law, or whether the hyphen had been typed to divide an exceptionally long word at the end of a line. In either situation, the carrier will return to the left margin in adjusted playback if this hyphen falls in the Margin Adjust Zone. In Adjust, the typewriter carrier always returns when the machine reads a space, hyphen, or carrier return in the Margin Adjust Zone.

Much of our work today has to go through many revisions before it is completed. Quantities of typewritten material are typed over and over - often for minor changes.

Storing magnetically - with the advantages of fast playback and right margin alignment - saves time. With an MT/ST, you have to type only the part of a manuscript which is changed. The rest you can play back automatically.

REVISE

1. Switch from Automatic to Word Mode as playback approaches the point where a word is to be inserted.

2. Space after typing in a word.

3. Switch back to Automatic after typing the insert.

4. Repeat this procedure for each insert.

5. Remember when you type, you are not changing to Record, so the tape is <u>not</u> being changed.

Practice Exercise B-6

Practice using Automatic Mode:

RECORD

1. Record a Stop Code after each paragraph.
Stop typing with the period—do not return the carrier.
Depress Stop Code Button.
Return carrier, tab, and proceed with next paragraph.
End second paragraph with Stop Code and Reference Code.

2. Remember: Do <u>not</u> space before a carrier return <u>unless</u> it is preceded by a period ending a sentence. Then space <u>once</u>.

Much of our work today has to go through many revisions before it is *finally* completed. Quantities of typewritten material are typed over and over - often for minor changes.

Storing *material* magnetically - with the advantages of fast playback and right margin alignment - saves time. With an MT/ST, you have to type *manually* only the part of a manuscript which is changed. The rest you can play back automatically.

The decision of whether or not to record a Stop Code at the end of each paragraph depends on the nature of material being recorded. It is considered in light of the time it takes to record the Stop Codes and the necessity of depressing the Start Button for each paragraph against the speed and convenience of this automatic action. **Stop Code**

Remember when skipping in Automatic that your tape stops at the Stop Code, so the next action to take place is that recorded directly after the Stop Code. For example, if the Stop Code is recorded at the end of a paragraph, the next code on the tape is a carrier return. When you depress the Start Button, a carrier return will be the next machine action to begin the playback of the ensuing paragraph. **Stop Code and Reference Code**

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SKIP AND PLAY BACK

Skip the first paragraph; play back the second paragraph.

1. Depress Skip Button.

<u>Listen</u> to the sound of the machine skipping a paragraph.

2. Depress Start Button to play out second paragraph.

(Go back to Training Guide, page 29)

Practice Exercise B-7

Practice using Line Mode:

PLAY BACK AND SKIP

Use the Line Mode to play and skip lines indicated on the marked copy.

Remember: A "line" to the machine means all the words on tape leading up to a Carrier Return Code. These may or <u>may</u> <u>not</u> all print on one line of typewritten copy. Learn to stop thinking of typewritten lines and visualize continuous recording on the tape. In this practice exercise, you will depress the Start Button to play out the first line. This will be the first line as it was originally recorded, but in Adjust, the carrier will probably return after the word *Code* or the word *at* and finish on the second line of copy. The second depression of the Start Button will play out the second line of original copy—but this, again, will not be exactly one line of typewritten copy as it plays out in Adjust. In Line playback, you will <u>always</u> play back until the machine reads a <u>Carrier</u> <u>Return</u> <u>Code</u> on the tape.

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The decision of whether or not to record a Stop Code at the end
of each paragraph depends on the nature of material being recorded.
It is considered in light of the time it takes to record the Stop
Codes and the necessity of depressing the Start Button for each para-
graph against the speed and convenience of this automatic action.

Remember when skipping in Automatic that your tape stops at the
Stop Code, so the next action to take place is that recorded directly
after the Stop Code. For example, if the Stop Code is recorded at
the end of a paragraph, the next code on the tape is a carrier return.
When you depress the Start Button, a carrier return will be the next
machine action to begin the playback of the ensuing paragraph.

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Practice Exercise B-8

Practice using Word Mode:

RECORD

Remember, do <u>not</u> space before a carrier return <u>unless</u> it is preceded by a period ending a sentence. Then space <u>once</u>.

PLAY BACK AND SKIP

1. Play back in Word Mode, skipping the words indicated on the marked copy.

2. If you accidentally skip a word which should have been printed, just type in that word.

3. <u>Listen</u> to the sound of skipping.

4. Remember:

The tab is considered one word to the machine.

The second space at the end of a sentence is one word to the machine.

A space is played out with each word.

All punctuation is printed with the word.

Hyphenated words print as one word.

(Go back to Training Guide, page 30)

Punctuation marks, such as the period, comma, question mark, or colon, will type out with the word. Or if skipping, they will skip with the word. The MT/ST's definition of a word is any combination of letters, characters, or numbers, so the punctuation characters are just a part of the word so far as the machine is concerned. The MT/ST doesn't really care whether the recording says 234-789, abcdef, DG394, 75%, #38592, HA8-0617, (this), or $5,000. The same is true of hyphenated words such as first-class and up-to-date. The machine is looking for a space, tab, or Carrier Return Code to end a word.

Punctuation ~~marks,~~ such as the period, ~~comma,~~ question mark, or colon, will type ~~out~~ with the word. Or ~~if skipping,~~ they will skip with the word. The ~~MT/ST's~~ definition of a word is any combination of letters, characters, or numbers, so ~~the~~ punctuation characters are just a part of the word so far as the machine is concerned. The MT/ST doesn't ~~really~~ care whether the recording says 234-789, ~~abcdef,~~ DG394, ~~75%,~~ #38592, HA8-0617, ~~(this),~~ or $5,000. The same is true of hyphenated words such as ~~first-class and~~ up-to-date. The machine is looking for a space, tab, or Carrier Return Code to end a word.

Practice Exercise B-9

Practice substituting one word
or phrase for another:

REVISE

1. Remember to skip <u>first</u>, then type in the substitution.

2. Use the touch system for locating the Start and Skip Buttons.

Practice Exercise B-10

Practice switching Playback Mode
Dial during playback:

REVISE

Switch the Playback Mode Dial <u>during</u> playback for fastest operation. Do <u>not</u> use Stop Button to stop playback first. Let the Playback Mode Dial control playback.

1. Begin in Automatic.

2. Switch to Word a couple of words before first change.

3. Use Word Mode to play up to and make revision.

4. Switch back to Automatic.

5. Repeat process for other revisions.

6. Remember:
   Skip first, then type the substitution.
   <u>Listen</u> to the sound of skipping.

(Go back to Training Guide, page 30)

Punctuation marks, such as the period, comma, question mark, or colon, will ~~type out~~ *play back* with the word. Or if skipping, *punctuation marks* ~~they will~~ skip with the word. The MT/ST's definition of a word is any combination of letters, characters, or numbers, *thus* ~~so~~ the punctuation ~~characters are~~ *is* just a part of the word so far as the ~~machine~~ *MT/ST* is concerned. ~~The MT/ST~~ *It* doesn't really care whether the recording says 234-789, abcdef, DG394, 75%, ~~#38592~~ *#6000*, HA8-0617, ~~(this)~~ *(that)*, or $5,000. The same is true of hyphenated ~~words~~ *adjectives* such as first-class and ~~up-to-date~~ *air-conditioned*. The machine is looking for a space, tab, or Carrier Return Code to end a word.

Practice Exercise B-11

Practice skipping entire word
if part changes:

RECORD

Remember <u>not</u> to space before a carrier return.

REVISE

Skip entire word if part of word changes, and remember:

1. Skip before typing.

2. Use the Automatic Mode as much as possible.

3. Switch to Word <u>during</u> <u>playback</u>—it is not necessary to depress the Stop Button first.

4. <u>Listen</u> to the sound of skipping.

Practice Exercise B-12

Practice skipping hyphenated words:

RECORD

Remember when dividing a word at the end of a line:
space
Backspace Code
hyphen
carrier return

REVISE

1. Use Word Mode to play out.

2. Remember when handling words divided at end of a line:
Depress Start Button <u>three</u> times to play out.
Depress Skip Button <u>three</u> times to skip.

3. <u>Listen</u> to the sound of skipping.

We have been emphasizing skipping in the Word mode. You may be wondering why not use character if you want to change only one letter of a word. It is true, you can skip a character at a time, and we will discuss character skipping later in your practice. But time studies have shown us that it is faster to skip an entire word and retype it than it is to switch to Character mode to skip the letter or letters to be changed for the revised copy.

We have ~~been~~ emphasiz~~ing~~ _ed_ skipping in the Word _M_mode. You may ~~be~~ wonder~~ing~~ why _we do_ not use _the_ Character _Mode_ ~~if you want~~ to change only one letter of a word. It is true, you can skip a character at a time, and we will discuss character skipping later in your practice. ~~But~~ Time studies have shown us that it is faster to skip an entire word and retype it than it is to switch to Character _M_mode to skip the letter or letters _you are_, ~~to be~~ chang_ing_ed for the revised copy.

To skip hyphenated words in Word Mode, depress the Start Button three times to play out or skip a word which is divided (hyphenated) at the end of a line.

To skip hyphenated words in Word Mode, depress the Start Button three times to play out or skip a word which is divided ~~(hyphenated)~~ at the end of a line.

RECORD
Remember <u>not</u> to space before a carrier return
unless preceded by a period ending a sentence.
Then space <u>once</u>.

Discussions of punctuation have referred primarily to periods
and commas. But we also have reference to: colons, semicolons,
question marks, exclamation marks, quotation marks, and parentheses.

But once you understand the logic of what is on the tape and
what happens in the Word Mode playout, you can transfer your learning
to all situations. For example, you may have placed parentheses
around a phrase the first time a draft was recorded. But later you
need to delete the parentheses, but retain the phrase in the copy.
To the MT/ST, this character (the parenthesis) is a part of the word
it joins. Deleting it means skipping the word and typing it in.

If a comma is to be inserted in the copy where none appeared be-
fore, let the word to precede the comma play out in the Word Mode.
Then backspace once and type the comma. If you are combining sen-
tences and substitute a period with a comma, skip the word directly
preceding the period so you can skip the period and type in the word
and a comma, and then skip the second space.

What's the main thing to remember? Any punctuation is considered
part of the word it joins! It is as simple as that.

REVISE

Discussions of punctuation have referred primarily to periods and commas. *as examples* But we also have reference to colons, semicolons, question marks, exclamation marks, quotation marks, and parentheses.

~~But~~ Once you understand the logic of what is on the tape and what happens in the Word Mode playout, you can transfer your learning to all situations. ¶For example, you may have placed parentheses around a phrase the first time a draft was recorded; But later you need to delete the parentheses, but retain the phrase in the copy. To the MT/ST, this character ~~(the~~ (parenthesis) is a part of the word it joins, *and* Deleting it means skipping the word and typing it in.

If a comma is to be inserted in the copy where none appeared before, let the word to precede the comma play out in the Word Mode. Then backspace once, and type the comma. If you are combining sentences and substitute a *comma for* ~~period with~~ a *period* ~~comma~~, skip the word directly preceding the period, *This is to let* ~~so~~ you ~~can~~ skip the period, ~~and~~ type in the word and a comma, and then skip the second space.

What's the main thing to remember? *when revising* Any punctuation is considered part of the word it *follows* ~~joins~~! It is as simple as that.

(Go back to Training Guide, page 32)

Practice Exercise B-14
Practice skipping last word
of a paragraph:

RECORD
Single space, double space between paragraphs.

It is convenient to have a space after the period ending a para-
graph when it is necessary to skip the last word of a paragraph.

Skipping the last word skips the space, not the Carrier Return
Code necessary for separating paragraphs.

Without the space on the tape, you would manually have to return
the carrier to replace the Carrier Return Code skipped with the last
word.

REVISE

It is convenient to have space after the period ending a paragraph when it is necessary to skip the last word, ~~of a paragraph.~~

Skipping the last word skips the space, not the Carrier Return Code necessary for ~~separating paragraphs.~~ *proper spacing.*

Without the space on the tape, you would manually have to return the carrier to replace the Carrier Return Code skipped with the last word.

Develop the habit of not spacing just before returning the carrier at the end of a line. As mentioned previously, this is sometimes done inadvertently and has never been a problem when we were not recording what we typed on a tape. But it could cause some confusion in skipping words on the tape.

Remember, when skipping a word at a time, a space, tab, or carrier return will skip with the word. But only one of these will skip with the word. So, if we are skipping a word at the end of a line and this word is followed by a space and a Carrier Return Code, we skip only the space with the word. But the copy we are looking at when we skip does not show that a space is recorded before the carrier return, so we naturally assume that when we skipped the word we skipped the carrier return. But we did not. It is the next "word" to be skipped. If we want to skip the next word of the copy, and if that is a long word, we can tell by the short skipping sound made when we skip the carrier return that we have not skipped the word, so there is no problem. But if the next word we want to skip is short, like the word a or an, the sound of skipping the one- or two-letter word is the same as the sound of the carrier return we are going to actually skip, and we will be fooled. Then when we play back, the word a or an will play out when we thought we skipped it.

REVISE

Develop the habit of not spacing just before ~~returning the~~ *a*
carrier ~~at the end of a line.~~ *return* As mentioned previously, this is some-
times done inadvertently, *It* ~~and~~ *w*has never ~~been~~ a problem when we were
not recording what we typed, ~~on a tape.~~ *lc in recorded playback* But, it could cause some con-
fusion *when* ~~in~~ skipping words, ~~on the tape.~~

Remember, when skipping a word at a time, a space, tab, or car-
rier return will skip with the word. But, ~~only one of these~~ *if two of these are on the tape, only the* will skip *first*
with the word. So, if we are skipping a word at the end of a line
~~and this word~~ *which* is followed by a space <u>and</u> a Carrier Return Code, we
skip ~~only~~ the space with the word. ~~But~~ *T*he copy we are ~~looking at~~ *working from*
when we skip does not show ~~that a~~ *the* space ~~is recorded~~ before the car-
rier return, so we naturally assume that ~~when we~~ skipp*ing*~~ed~~ the word ~~we~~
skipped the carrier return, *too* ~~But we~~ *It* did not. ~~It is~~ *The carrier return will be* the next "word"
to be skipped. ¶ If we want to skip the next word of the copy, and
if that is a long word, we can tell by the short skipping sound
made when we skip the carrier return that we have not skipped the
word, so there is no problem. But, if the next word we want to skip
is short, like the word a or an, the sound of skipping the *two*~~one~~ or
thru ~~two~~-letter word is the same as the sound of the carrier return we
are (going to actually) skip, and we will be fooled. Then when we play
back, the word a or an will play out when we thought we skipped it.

Practice Exercise B-16

Practice underscoring for
revisions:

RECORD

1. Underscore each word as it is typed, before
going on to the next.

2. Do not underscore spaces.

3. Remember: Back up with Backspace Code
Button on tape console, not with typewriter Back-
space Key.

When underscoring words, <u>always</u> <u>underscore</u> <u>them</u> <u>one</u> <u>at</u> <u>a</u>
<u>time</u>.

You may want to skip the second of a series of three under-
scored words when revising material. You can do this <u>if</u> <u>each</u> <u>word</u>
<u>was</u> <u>underscored</u> <u>individually</u>.

A series of underscored words which were on one line when
recorded <u>may</u> <u>be</u> <u>divided</u> <u>when</u> <u>playing</u> <u>back</u> <u>in</u> <u>Adjust</u>. This is an-
other reason <u>you</u> <u>should</u> <u>underscore</u> <u>words</u> <u>individually</u>.

REVISE

When underscoring words, <u>always</u> <u>underscore</u> ~~them~~ <u>the words one</u> <u>at</u> <u>a</u>
<u>time</u>.

You may want to skip the second of a series of three under-
scored words when revising material. You can do this <u>if</u> <u>each</u> ~~word~~
<u>was</u> <u>underscored</u> <u>individually</u>.

A series of underscored words ~~which were~~ *may fall* on one line when *you are*
record~~ed~~ *ing. But this same series of words* may be divided when <u>playing</u> back <u>in</u> <u>Adjust</u>. This is an-
other reason <u>you</u> <u>should</u> <u>underscore</u> <u>words</u> <u>individually</u>.

Practice Exercise B-17

Practice handling numbers and dates in Adjust Playback:

RECORD

PLAY BACK

Do not change margins for playback—leave at 15 and 85 or 7 and 77.

Note the carrier return on a space in the date and the hyphen in the number.

If numbers or dates fall within the Adjust Zone in Adjust Playback, the carrier returns on a hyphen or a space. January 1, 1966, would be separated.

To avoid separating January 1, 1966, DG-4608, or 020-789-35899, switch from Adjust to Playback just before reaching that point in the text.

PLAY BACK AGAIN

Leave margins at 15 and 85 or 7 and 77.

Assume you do <u>not</u> want the date or number separated this time:

1. As you approach the date, switch to Word Mode playback to stop playback.

2. Switch Operation Selector Dial from Adjust Playback to straight Playback.

3. After the date has played out, switch back to Adjust Playback.

4. Switch back to Automatic Mode playback.

5. Repeat this process for the number in the second paragraph.

RECORD AGAIN

Record preceding paragraphs again, this time recording Stop Codes.

1. Record Stop Code directly before typing the date.

2. Type date; do <u>not</u> return carrier.

3. Record a Stop Code.

4. Return carrier and continue recording.

5. Repeat for the date and the number in the second paragraph.

If numbers or dates fall within the Adjust Zone in Adjust Playback, the carrier returns on a hyphen or a space. January 1, 1966, would be separated.

To avoid separating January 1, 1966, DG-4608, or 020-789-35899, switch from Adjust to Playback just before reaching that point in the text.

PLAY BACK AGAIN

When machine stops for Stop Code, switch from Adjust to straight Playback if at end of line. If not near end of line, depress Start Button and continue playback.

Practice Exercise B-18
Practice recording a project of
more than one page in length:

RECORD
NOTE: Save this recording so you can use it
again in Section E.

CHAPTER I

RECORD AND PLAYBACK

Your IBM Magnetic Tape "Selectric"* Typewriter consists of two
parts: an Input/Output "Selectric" Typewriter and a tape control
unit. The On-Off Control on the typewriter keyboard supplies power
to these independent units, through a cable-connected operation.

Your Model IV MT/ST contains two reels of MAGNETIC TAPE. Each
has one hundred feet of 16 mm. tape and is housed in a plastic cart-
ridge so that you can see tape motion and approximate amount on the
reel. Recording density is 20 characters per inch.

You may record what you type on magnetic tape and play back
erasure-free copies. When not recording, you can use your typewriter
for straight "day-to-day" typing, as you would any other "Selectric"
Typewriter.

The OPERATION SELECTOR DIAL (on right front panel of the
tape control unit) serves two purposes - it selects the operation
you wish to perform and the tape station you want active. Set for
Record, everything you type is recorded on tape. Dial Record L to
record on the left station, Record R for the right station. Dial
any other selection to type without recording. To play back record-
ing on the right tape, dial Play R. For left tape, dial Play L. *Stop Code*

---
*Registered Trademark

At each station, there are three UNDERLINE INDICATOR LIGHTS - On, Ready, and Error. If you are recording or playing back from the right tape station, the On and Ready lights on the right station are lighted. If using the left station, the On and Ready lights on the left are lighted. When transferring material from one tape to another (which we will discuss in a later chapter) both sets of lights are on because both tapes are active.

The Error Light appears and the typewriter keyboard locks when the tape has not received a complete signal. The machine doesn't know what to do and so does nothing. This could happen, for example, in rapid typing from not depressing a key completely. The Error Light might appear at that point when you are recording or might wait to appear when you are playing back and come to the "point-of-error" in the recorded material. In either case, unlock the machine by simply backspacing and re-recording at the "point-of-error." (If you are in Playback, remember to change the dial from Play to Record.)

The PLAYBACK MODE DIAL allows you to play out recorded material, line-at-a-time, word-at-a-time, character-at-a-time, or automatically. Depress the START BUTTON on your tape control unit to play back material. When set for Automatic, material will type out automatically until the machine reads a recorded signal to stop typing or you stop it manually.

To stop playback, you can depress the STOP BUTTON on your tape control unit. However, in most instances it is more efficient to simply switch the Playback Mode Dial setting during playback. For

example, switch from Automatic to Line - the machine will finish typ-
ing that line and stop. Or, switch to Word - the word being typed
will finish, and the machine will stop. This gives you complete con-
trol of the MT/ST at all times! With practice, you will learn to
make this switch very near the point where you want playback to stop.

While recording, you can give the machine a recorded "stop" sig-
nal by depressing the STOP CODE BUTTON. In playback, the machine
reads this signal and stops playback immediately. The nature of your
work will indicate where you need to record a Stop Code. For ex-
ample, you will always want one at the end of a page. Stop Code + Reference

CHAPTER I

RECORD AND PLAYBACK

Your IBM Magnetic Tape "Selectric"* Typewriter consists of two parts: an Input/Output "Selectric" Typewriter and a tape control unit. The On-Off Control on the typewriter keyboard supplies power to these independent units, through a cable-connected operation. *connecting cables.*

Your Model IV MT/ST contains two reels of <u>MAGNETIC TAPE</u>. Each *reel* has one hundred feet of 16 mm. tape and is housed in a plastic cartridge so that you can see tape motion and approximate amount on the reel. Recording density is 20 characters per inch.

You may record what you type on magnetic tape and play back erasure-free copies. *(Isn't it wonderful to simply backspace and type over an error!)* When not recording, you can use your typewriter for straight "day-to-day" typing, as you would any other "Selectric" *other IBM Electric* Typewriter.

The <u>OPERATION SELECTOR DIAL</u> (on right front panel of the tape control unit) serves two purposes: it selects the operation you wish to perform and the tape station you want active. Set for Record, everything you type is recorded on tape. Dial Record L to record on the Left Station, Record R for the Right Station. Dial any other selection to type without recording. To play back recording on the right tape, dial Play R. For left tape, dial Play L. *material* *To play back material from the right tape, dial Play R.* *To type without recording, set the dial for Playback. You may now type without affecting the tape in any way.*

There is no possibility of your erasing or changing the tape accidentally.

*Registered Trademark

At each station, there are three INDICATOR LIGHTS: On, Ready,
and Error. ~~If~~ *When* you are recording or playing back from the Right Tape
Station, ~~the~~ On and Ready ~~lights~~ on the right ~~station~~ are lighted.
~~If~~ *When* using the Left Station, ~~the~~ On and Ready ~~lights~~ on the left are
lighted. When transferring material from one tape to another (which
we will discuss in a later chapter) both sets of lights are on be-
cause both tapes are active. *¶ The On Light lets you know power is being supplied. The Ready Light tells you the tape cartridge is properly loaded and the station is ready for recording or playing back.*
no ¶ The Error Light appears and the typewriter keyboard locks when
the tape has not received a complete signal. The machine doesn't
know what to do and so does nothing. This could happen, for ex-
ample, in rapid typing from not depressing a key completely. The
Error Light might appear, *when you make the error during* ~~at that point when you are~~ recording, or
might wait to appear when you are playing back, *the material* and come to the *error,*
~~"point-of-error" in the recorded material.~~ In either case, unlock
the machine by simply backspacing and re-recording at the "point-of-
error." (If you are in Playback, remember to change the dial from
Play to Record.)

The PLAYBACK MODE DIAL allows you to play out recorded material.
~~line-at-a-time, word-at-a-time, character-at-a-time, or automatic-~~
~~ally.~~ Depress the START BUTTON on your tape control unit to play *out one line, one*
word, one character, or an entire message. The setting of the Playback Mode
~~back material.~~ When set for Automatic, material will type out auto- *Dial determines*
matically until the machine reads a recorded signal to stop typing or *how much material*
you stop it manually. *plays out each*
To stop playback, *manually* you can depress the STOP BUTTON on your tape *time you depress*
control unit. However, in most instances it is more efficient to *the Start Button.*
simply switch the Playback Mode Dial setting during playback. For

example, switch from Automatic to Line - the machine will finish typ-
ing that line and stop. Or, switch to Word - the word being typed
will finish, and the machine will stop. *This is a real convenience. You* ~~This gives you complete~~ con-
trol ~~of~~ the MT/ST at all times! With practice, you will learn to
make this switch very near the point where you want playback to stop.

While recording, you can give the machine a recorded "stop" sig-
nal by depressing the STOP CODE BUTTON. In playback, the machine
reads this signal and stops playback immediately. The nature of your
work will indicate where you need to record a Stop Code. For ex-
ample, you will always want one at the end of a page.

Section C
CHANGING TAPES

Practice Exercise C-1
Practice unloading the tape:

1. Set Operation Selector Dial for Playback of the appropriate Tape Station.

2. Rewind tape.

3. Depress and hold Unload Button until you hear action is complete.

4. Hold Unload Button to lift Station Cover.

5. Grasp Tape Cartridge and "rock" it off Station Hub.

Practice Exercise C-2
Practice loading the tape:

1. Set Operation Selector Dial for Playback of the appropriate Tape Station.

2. Depress and hold Unload Button to retract pin of plastic cover.

3. Lift Station Cover.

4. Push Tape Cartridge on Station Hub, being sure it is on straight and securely.

5. Lower Station Cover.

6. Depress Load Button.

Section D
CORRECTING TAPES

Practice Exercise D-1
Practice blocking out characters
with Feed Codes:

RECORD

A Feed Code is a "non-action" code recorded on the magnetic
tape to block out any unwanted character. In playback, the machine
ignores this code - just as thought it were not not there.

CORRECT

1. Play back to word *non-action.*
2. Switch to Character Mode.
3. Play out *no.*
4. Switch to Record.
5. Depress Feed Code Button.
6. Repeat procedure for all corrections.
7. Play back paragraph for proof of correction.

A Feed Code is a "non-action" code recorded on the magnetic tape to block out any unwanted character. In playback, the machine ignores this code - just as though it were not not there.

Practice Exercise D-2
Practice adding a character to
a line of recording:

RECORD

If you discover you omitted a character it may be added to

your tape even though your recording has been completed. This

is possible because Feed Codes are recorded with Carrier Return

Codes.

CORRECT

1. Switch to the Character Mode as you approach
the point of correction.

2. Play through the letter *r* in the word *character*.

3. Switch from Playback to Record.

4. Type the comma, space, and type the rest of
the line.

5. Depress the Revise Carrier Return Key.

6. Play back paragraph as proof of correction.

If you discover you omitted a character, it may be added to

your tape even though your recording has been completed. This

is possible because Feed Codes are recorded with Carrier Return

Codes.

Practice Exercise D-3

Practice expanding a line more
than one character:

        With the Revise Carrier Return Key, you

can add letters characters to a recording if

you discover this omission when you proofread

the copy. This is because Feed Codes were re-

corded with Carrier Return Codes.

CORRECT

1. Set Operation Selector Dial for straight Play-
back.

2. Depress Start Button and play out first line.

3. Go to Record.

4. Type the next line, making the correction as
you go.

5. End that line with the Revise Carrier Return
Key.

6. Type the next line.

7. End line with Revise Carrier Return Key.

8. Play back paragraph for proof of correction.

        With the Revise Carrier Return Key, you

                      or
can add letters characters to a recording if
              ʌ

you discover this omission when you proofread

the copy. This is because Feed Codes were re-

corded with Carrier Return Codes.

Practice Exercise E-1
Practice transferring:

RECORD

1. Record paragraph at search position 01 on right tape.

2. End paragraph with Stop Transfer Code and Reference Code.

Type Transfer setting corresponds with straight Playback. The typewriter carrier returns only when the machine reads a Carrier Return Code. The difference between the two is that in Transfer, information read from the right tape is transferred to the left. **Stop Transfer Code and Reference Code**

TRANSFER

1. Search position 01 on right tape.

2. Rewind left tape.

3. Set Operation Selector Dial for Type Transfer.

4. Depress Start Button to begin transfer. Note the 2's and z's print when the Reference Code transfers.

5. Stop Transfer Code will transfer when it is read with last word of paragraph, and playback will stop.

6. Depress Start Button to transfer Reference Code.

PLAY BACK

1. Search position 01 on left tape.

2. Play back for proof of transfer.

There may be a variety of reasons for wanting to transfer information to a second tape.

If two people need to work with the same master tape, it would be faster for one person to prepare a tape and then transfer the information to a second tape at a speed of approximately 130 words per minute than for the second person to type his own master at the normal rate of speed.

Or, you may have a short project on a tape and, for some procedural purpose, need to have that information on a different tape. Just transfer it.

Another reason for transferring is to correct a tape when the correction means adding words. The Feed Code recorded with each Carrier Return permits an expansion of one character per line of recording. If this expansion is not enough, transfer to a second tape. Transfer to the point of change. Then skip the error on the right tape; switch to Record, Left Station; and record the correction.

But the most common reason for transferring is for revision typing. In the revision work you have been doing up to now, the changes have been made on the finished copy only. But in the bulk of revision typing, material is revised more than once, often as many as five and six times. The revisions usually are made from the previously edited copy which means the typist needs to have a new tape to match the new revision to use for a possible future revision. Transferring as you revise gives you this updated tape as a convenient by-product. **Stop Transfer Code and Reference Code**

REVISE

1. Search to beginning of recording.

2. Rewind left tape, or search to appropriate Reference Number.

3. Set Operation Selector Dial for Adjust Transfer.

4. Transfer up to point of revision.

5. Skip word *wanting.*

6. Switch Operation Selector Dial to Record, Left Station.

7. Type *needing.*

8. Switch back to Adjust Transfer and continue transfer.

9. Follow this procedure for all revisions.

10. End transfer by transferring Reference Code at end of recording, or switch to Record, Left Station, and record a Reference Code.

There may be a variety of reasons for needing to transfer information to a second tape.

If two people need to work with the same master tape, it is faster for one person to prepare a tape and then transfer the information to a second tape at a speed of approximately 130 words per minute than for the second person to type his own master.

Or, you may have a short project on a tape and need, for some procedural purpose, need to have that information on a different tape. Just transfer it.

Another reason you might have for transferring is correcting a tape when the correction means adding words. The Feed Code recorded with each carrier Return permits an expansion of one character per line of recording. If this expansion is not enough, transfer to a second tape. Transfer to the point of change; skip the error on the right tape; switch to Record, Left Station; and record the correction.

But the most common reason for transferring is for revision typing. In the revision work you have been doing, the changes have been made on the finished copy only. But in the bulk of revision typing, material is revised more than once. The revisions usually are made from the previously edited copy. This means the typist needs to have a new tape which to match the copy from which she is working. Transferring as you revise gives you this updated tape as a convenient by-product. **Reference Code**

PLAY BACK
Play back new recording on left tape as proof of transfer.

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Practice Exercise E-3

Practice making second revision:

CHANGE TAPES

1. Assume the revised copy prepared in Practice Exercise E-2 has just come back from the author with further revisions to be made.

2. Remove the tape from the Left Station and put it on the Right Station.

3. Put another tape on the Left Station.

REVISE

Create a new tape as you make this second revision.

There may be a variety of reasons for ~~needing to~~ transferring infor-
mation to a second tape.

If two people need to work with the same master tape, <u>it is</u>
<u>faster</u> for one person to prepare a tape and then transfer the in-
formation to a second tape ~~at a speed of approximately 130 words per~~
~~minute~~ than for the second person to type his own master. Or, you
may have a short project on one ~~a~~ tape and need, ~~for some procedural purpose,~~
to have it ~~that information~~ on a different tape. Just transfer it.

Another reason you might have for transferring is correcting a
tape ~~when the correction means~~ in order to adding ~~adding~~ words. The Feed Code recorded
with each carrier return permits an expansion of one character per
line of recording. If this expansion is not enough, transfer to a
second tape. Transfer to the point of change; skip the error on the
right tape; switch to Record, Left Station; and record the correction.

~~But~~ The most common reason for transferring is ~~for~~ revision typ-
ing. In the revision work you have been doing, changes have been
made on the finished copy only, but in the bulk of revision typing,
material is revised more than once. The revisions <u>usually</u> are made
from the most recent ~~previously edited~~ copy, so ~~This means~~ the typist needs to have
a tape which matches the copy from which she is working. Transferring
as you revise gives you this updated tape as a convenient by-product.

Reference Code

PLAY BACK
Play back left tape as proof of transfer.

Practice Exercise E-4
Practice transferring project
of more than one page:

CORRECT PREVIOUS RECORDING

Use recording prepared in Exercise B-18. Remember, however, it contains Stop Codes instead of Stop Transfer Codes. Use the Line Return Button to correct the tape so you have Stop Transfer Codes at the end of each page.

REVISE

CHAPTER I

RECORD AND PLAYBACK

Your IBM Magnetic Tape "Selectric"* Typewriter consists of two

parts: an Input/Output "Selectric" Typewriter and a tape control

unit. The On-Off Control on the typewriter keyboard supplies power

to these independent units, through ~~a cable-connected operation.~~ *Connecting cables.*

Your Model IV MT/ST contains two reels of MAGNETIC TAPE. Each *reel*

has one hundred feet of 16 mm. tape and is housed in a plastic cart-

ridge so that you can see tape motion and approximate amount on the

reel. Recording density is 20 characters per inch.

You may record what you type on magnetic tape and play back

erasure-free copies. *(Isn't it wonderful to simply backspace and type over an error!)* When not recording, you can use your typewriter

for straight ~~"day-to-day"~~ typing, as you would any *other IBM Electric* ~~other "Selectric"~~

Typewriter.

The OPERATION SELECTOR DIAL (on the right front panel of the

tape control unit) serves two purposes: it selects the operation

you wish to perform and the tape station you want active. Set for

Record, everything you type is recorded on tape. Dial Record L to

record on the Left Station, Record R for the Right Station. ~~Dial~~

~~any other selection to type without recording.~~ To play back *material* ~~record-~~

~~ing on~~ *from* the right tape, dial Play R. *To play back material from the* ~~For~~ left tape, dial Play L.

To type without recording, set the dial for Playback. You may now

_____
*Registered Trademark *type without affecting the tape in any*

way. There is no possibility of your erasing or changing the

tape accidentally.

At each station, there are three <u>INDICATOR LIGHTS</u>: On, Ready,
and Error. When you are recording or playing back from the Right Tape
Station, On and Ready on the right are lighted.
When using the Left Station, On and Ready on the left are
lighted. When transferring material from one tape to another (which
we will discuss in a later chapter) both sets of lights are on be-
cause both tapes are active. ¶ The On Light lets you know power is being supplied. The Ready Light tells you the tape Cartridge is properly loaded and the station is ready for recording or playing back.
no ¶ The Error Light appears and the typewriter keyboard locks when
the tape has not received a complete signal. The machine doesn't
know what to do and so does nothing. This could happen, for ex-
ample, in rapid typing from not depressing a key completely. The
Error Light might appear when you make the error during recording, or
might wait to appear when you are playing back the material and come to the error.
In either case, unlock
the machine by simply backspacing and re-recording at the "point-of-
error." (If you are in Playback, remember to change the dial from
Play to Record.)

    The <u>PLAYBACK</u> <u>MODE</u> <u>DIAL</u> allows you to play out recorded material.
Depress the <u>START BUTTON</u> on your tape control unit to play out one line, one word, one character, or an entire message. The setting of the Playback Mode Dial determines how much material plays out each time you depress the Start Button.
When set for Automatic, material will type out auto-
matically until the machine reads a recorded signal to stop typing or
you stop it manually.
    To stop playback manually, you can depress the <u>STOP BUTTON</u> on your tape
control unit. However, in most instances it is more efficient to
simply switch the Playback Mode Dial setting during playback. For

example, switch from Automatic to Line - the machine will finish typ-
ing that line and stop. Or, switch to Word - the word being typed
will finish, and the machine will stop. *This is a real convenience.* ~~This gives~~ you ~~complete~~ con-
trol ~~of~~ the MT/ST at all times! With practice, you will learn to
make this switch very near the point where you want playback to stop.

While recording, you can give the machine a recorded "stop" sig-
nal by depressing the STOP CODE BUTTON. In playback, the machine
reads this signal and stops playback immediately. The nature of your
work will indicate where you need to record a Stop Code. For ex-
ample, you will always want one at the end of a page.

PLAY BACK

Play back left tape as proof of transfer.

Remember: All codes transfer. When your machine read a Stop Transfer Code before a Reference Code, it was transferred to the new tape. When the machine reads this code in playback, even though it no longer appears at the end of a page of copy, playback will stop. Merely depress the Start Button to resume playback.

(Go back to Training Guide, page 61)

Practice Exercise E-5

Supplementary practice:

REVISE

Use the new tape created at the Left Station in Practice Exercise E-4 to make this revision. Remember, this tape must now be placed on the Right Station to transfer.

CHAPTER I

RECORD AND PLAYBACK

Your IBM Magnetic Tape "Selectric"* Typewriter consists of two parts: an Input/Output "Selectric" Typewriter and a tape control unit. The On-Off Control on the typewriter keyboard supplies power to these independent units through connecting cables.

Your Model IV MT/ST contains two reels of MAGNETIC TAPE. Each reel has one hundred feet of 16 mm. tape and is housed in a plastic cartridge so that you can see tape motion and approximate amount on the reel. Recording density is 20 characters per inch.

You may record what you type on magnetic tape and play back erasure-free copies. (Isn't it wonderful to simply backspace and type over an error!) When not recording, you can use your typewriter for straight typing, as you would any other IBM Electric Typewriter.

The OPERATION SELECTOR DIAL (on the right front panel of the tape control unit) serves two purposes: it selects the operation you wish to perform and the tape station you want active. Set for Record, everything you type is recorded on tape. Dial Record L to record on the Left Station, Record R for the Right Station. To play back material from the right tape, dial Play R. To play back material from the left tape, dial Play L. To type without recording, set the dial for Playback.

---

*Registered Trademark

You may now type without affecting the tape in any way. There is no possibility of your erasing or changing the tape accidentally.

At each station there are three INDICATOR LIGHTS: On, Ready, and Error. When you are recording or playing back from the Right Tape Station, On and Ready on the right are lighted. When using the Left Station, On and Ready on the left are lighted. When transferring material from one tape to another (which we will discuss in a later chapter) both sets of lights are on because both tapes are active.

The On Light lets you know power is being supplied. The Ready Lights tells you the tape cartridge is properly loaded and the station is ready for recording or playing back. The Error Light appears and the typewriter keyboard locks when the tape has not received a complete signal. ~~The machine doesn't know what to do and so does nothing. This could happen, for example, in rapid typing from not depressing a key completely.~~ The Error Light *may come on* ~~might appear~~ when you make the error, ~~during recording,~~ or *it may* ~~might wait to~~ appear when you are playing back ~~the material and come to the error.~~ In either case, unlock the machine by simply backspacing and re-recording at the "point-of-error." (If you are in Playback, remember to change the dial from Play to Record.)

The PLAYBACK MODE DIAL allows you to play out recorded material. Depress the START BUTTON on your tape control unit to play out one line, one word, one character, or an entire message. ~~The setting of the Playback Mode Dial determines how much material plays out each time you depress the Start Button.~~ When *the Playback Mode Dial is* set for Automatic, material will type out auto-

matically until the machine reads a recorded signal to stop, ~~typing or you stop it manually.~~

You can ~~To~~ stop playback manually, *by* ~~you can~~ depress*ing* the STOP BUTTON ~~on your tape control unit.~~ However, ~~in~~ most *of the time you will find it* ~~instances it is~~ more efficient to *stop by* ~~simply~~ switch*ing* the Playback Mode Dial setting during playback. For example, switch from Automatic to ~~Line - the machine will finish typing that line and stop. Or, switch to~~ Word, *and* the word being typed will finish, and the machine will stop. ~~This is a real convenience. You control the MT/ST at all times!~~ With practice, you will learn to make this switch very near the point where you want playback to stop.

While recording, you can give the machine a recorded "stop" signal by depressing the STOP CODE BUTTON. In playback, the machine reads this signal and stops playback immediately. The nature of your work will indicate where you need to record a Stop Code. For example, you will always want one at the end of a page.

PLAY BACK
Play back left tape as proof of transfer.

Section F

SPECIAL FORMAT APPLICATIONS

Because Section F in the TRAINING GUIDE covers operating procedures in great detail, those step-by-step instructions are not repeated with the practice exercises. If you have questions or would like to review the directions, refer to the TRAINING GUIDE.

Practice Exercise F-1

Practice playing back letters
in Adjust:

RECORD

Record the following letter in the usual manner
so you can play it back in Adjust and see the
problem involved if the special tab-Backspace
Code procedure is not followed.

PLAY BACK

1. Play back in Adjust.

2. Notice the machine ignore the single carrier
returns.

(Current date)

Mr. J. A. Davidson
Davidson Enterprises
234 Main Street
Dearborn, Missouri

Dear Mr. Davidson:

This letter is just to confirm our telephone conversation about an
MT/ST demonstration for you and your staff.

Miss Annette Jones, our Educational Services Representative, will be
with us in this meeting to record and play back for you some of your
actual office projects. If convenient, we would like to have this
sample material by the 15th of this month. This is to give Annette
time to record the manuscripts so you can see actual revisions in the
demonstration.

I am looking forward to meeting with you here in our IBM office on
March 20 at 2:00 p.m. The receptionist will show you to the confer-
ence room. In the meantime, if you have any questions, please feel
free to call me.

Sincerely yours,

John J. Anderson
Sales Representative

JJA/l

3/5

Practice Exercise F-2

Practice recording inside addresses and title line to play back in Adjust:

RECORD

Re-record the letter so it will play back properly in Adjust.

1. Have a tab set one space from the left margin.

2. Tab and depress the Backspace Code Button before typing the second, third, and fourth lines of the inside address and before the writer's title.

PLAY BACK

Play back in Adjust.

(Current date)

Mr. J. A. Davidson
Davidson Enterprises
234 Main Street
Dearborn, Missouri

Dear Mr. Davidson:

This letter is just to confirm our telephone conversation about an
MT/ST demonstration for you and your staff.

Miss Annette Jones, our Educational Services Representative, will be
with us in this meeting to record and play back for you some of your
actual office projects. If convenient, we would like to have this
sample material by the 15th of this month. This is to give Annette
time to record the manuscripts so you can see actual revisions in the
demonstration.

I am looking forward to meeting with you here in our IBM office on
March 20 at 2:00 p.m. The receptionist will show you to the confer-
ence room. In the meantime, if you have any questions, please feel
free to call me.

Sincerely yours,

John J. Anderson
Sales Representative

JJA/l

3/5

Practice Exercise F-3
Practice recording short lines
at margin:

RECORD

PLAY BACK

INSIDE ADDRESSES

When recording material to be played back in Adjust, precede all but the first line of inside addresses with a tab and Backspace Code.

TITLE LINE

Follow the same procedure in block-style letters when typing the title below the dictator's name.

HEADINGS

The same principle applies when typing headings or other short lines preceded by a single carrier return and no tab.

Practice Exercise F-4

Practice recording indented
material:

RECORD

REVISE

I. The IBM Magnetic Tape "Selectric" Typewriter will record material as it is typed and play it back at high speed, automatically.

    A. An IBM "Selectric" Input-Output Typewriter is the vehicle for typing the material which is recorded and for playing it out automatically from the tape.

        1. The typewriter keyboard is identical to that of any other "Selectric" Typewriter except the Revise Carrier Return Key has been substituted for the Index Key.

        2. The On-Off Control on the typewriter keyboard turns on the power for both units.

    B. A tape console is the second component of this typing station, and it houses the magnetic tape plus special code and operational buttons.

I. The IBM Magnetic Tape "Selectric" Typewriter will record material as it is typed and play it back at high speed, automatically.

    A. An IBM ~~"Selectric" Input-Output~~ Typewriter is the vehicle for typing the material ~~which is recorded~~ and for playing it out automatically from the tape. *for the magnetic-tape typewriter*

        1. The typewriter keyboard *[,]* is identical to that of any other "Selectric" Typewriter except the Revise Carrier Return Key has been substituted for the Index Key.

        2. The On-Off Control *[, which is located]* on the typewriter keyboard *[,]* turns on the power for both units.

    B. A tape console *[, which is a separate, desk-height unit,]* is the second component of this typing station, and it houses the magnetic tape plus special code and operational buttons.

Practice Exercise F-5

Practice recording and playing back indented material in Adjust:

RECORD

Record for Adjust Playback following the procedure outlined in your TRAINING GUIDE, pages 67-68.

PLAY BACK

Play back your recording following procedure outlined in your TRAINING GUIDE, page 68.

REVISE

I. The IBM Magnetic Tape "Selectric" Typewriter will record material as it is typed and play it back at high speed, automatically.

    A. An IBM "Selectric" Input-Output Typewriter is the vehicle for typing the material which is recorded and for playing it out automatically from the tape.

        1. The typewriter keyboard is identical to that of any other "Selectric" Typewriter except the Revise Carrier Return Key has been substituted for the Index Key.

        2. The On-Off Control on the typewriter keyboard turns on the power for both units.

    B. A tape console is the second component of this typing station, and it houses the magnetic tape plus special code and operational buttons.

I. The IBM Magnetic Tape "Selectric" Typewriter will record material as it is typed and play it back at high speed, automatically.

    A. An IBM ~~"Selectric" Input-Output~~ Typewriter is the vehicle for typing the material ~~which is recorded~~ and for playing it out automatically from the tape. *for the magnetic-tape typewriter*

        1. The typewriter keyboard*,* is identical to that of any other "Selectric" Typewriter except the Revise Carrier Return Key has been substituted for the Index Key.

        2. The On-Off Control*, which is located* on the typewriter keyboard*,* turns on the power for both units.

    B. A tape console*, which is a separate, desk-height unit,* is the second component of this typing station, and it houses the magnetic tape plus special code and operational buttons.

Practice Exercise F-6

Practice recording Stop Codes before outline reference numbers:

RECORD

Record a Stop Code before each reference number or letter for ease of changing this identification in revision.

REVISE

Note the convenience of having the machine stop automatically before reference numbers so they may be changed.

I. The IBM Magnetic Tape "Selectric" Typewriter will record material as it is typed and play it back at high speed, automatically.

    A. An IBM "Selectric" Input-Output Typewriter is the vehicle for typing the material which is recorded and for playing it out automatically from the tape.

        1. The typewriter keyboard is identical to that of any other "Selectric" Typewriter except the Revise Carrier Return Key has been substituted for the Index Key.

        2. The On-Off Control on the typewriter keyboard turns on the power for both units.

    B. A tape console is the second component of this typing station, and it houses the magnetic tape plus special code and operational buttons.

---

      1. An Input-Output Typewriter has the same advantages of other "Selectric" Typewriters,

        a. Selective stroke storage

        b. Changeable typing elements

        c. Easy-to-change ribbons

      2. The typewriter keyboard is identical to that of any other "Selectric" Typewriter except the Revise Carrier Return Key has been substituted for the Index Key.

      3. The On-Off Control on the typewriter keyboard turns on the power for both units.

    C. A tape console is the second component of this typing station, and it houses the magnetic tape plus special code and operational buttons.

    B. A custom-made desk is part of the MT/ST typing station.

      1. It is cut away to drop the keyboard to proper typing height.

      2. A copy holder is provided to hold copy at the typist's right at good eye level for reading.

Practice Exercise F-7
Practice handling material
with indented lines:

Part No.	Qty.	Part Desc. Per B/M	Operation Description
Oper. 10	1	Power Frame	Disassemble leave spacers on Pl 2, Pl 3 and lone spacer to Pl 1. Place in protective container. For bearings that are not slip fit use #2 arbor press and press fixt 847543 to ASM bearings to plate.
1144736	1	Plate asm. R8	Clamp 11V fixt 846625.
1144603	1	1cc stp fd rl rel	ASM feed roll rel stop ecc to inside of plate in 3rd hole from slot in rear of plate. Ecc high point to rear.
1144602	2	stud fd rl rel pivot	ASM fd rl piu stud to inside of plate in 4th hole from slot in rear of plate.
1144529	1	stud pln lft fol lev	ASM pln fol stud to outside of plate in 5th hole from slot in rear of plate. Secure with washer and nut.

Practice Exercise F-8
Practice playing back
tabulations:

RECORD

To confirm our telephone conversation, I am happy to send you
the information you need for the report. As you know, this is highly
confidential. But I know you will handle it with discretion. The
facts you requested are these:

Project 63859 MC	$35,986.50	$59,123.75	May 1, 1970
Project 96859 PK	36,234.00	57,839.50	July 1, 1970
Project 85732 XR	49,129.00	70,078.00	April 1, 1975
Project 00890 DD	38,780.50	65,893.00	June 1, 1975

If there are any questions I can answer, please call me. I will
be happy to help any way I can. Would it be possible for me to have
a copy of the report when it is finished?

PLAY BACK
Follow the procedures discussed in the TRAIN-
ING GUIDE, page 69.

Section G

AUTOMATIC LETTER WRITING

For the sake of brevity in giving instructions throughout this section, standardize on the following procedures unless otherwise instructed.

1. Record letters with margins set at 15 and 85 on elite-spacing machines, 7 and 77 on pica-spacing machines.

2. Set a tab one space from the left margin for recording inside addresses.

3. When typing inside addresses, precede all lines except the first with a tab and a Backspace Code.

4. Before typing the title line, record a tab and a Backspace Code.

Practice Exercise G-1

Practice using Switch Codes:

RECORD

1. Set Operation Selector Dial for Record, Right Station.

2. Type *The MT/ST has the ability to play from the Right Station,*.

3. Space.

4. Record a Switch Code.

5. Set Operation Selector Dial for Record, Left Station.

6. Type *the Left Station,*.

7. Space.

8. Record a Switch Code.

9. Set Operation Selector Dial for Record, Right Station.

10. Follow above procedure for rest of sentence, recording the phrase *the Right Station,* on the right tape and *the Left Station,* on the left tape.

11. End recording with Stop and Reference Codes on both tapes.

```
     The MT/ST has the ability to play from the Right Station, the Left
Station, the Right Station, the Left Station, the Right Station, the Left
Station, the Right Station, the Left Station, the Right Station, the Left
Station.
```

PLAY BACK

Start on right tape. Watch the Indicator Lights change every time the machine switches from station to station.

PLAY BACK AGAIN

Notice the Indicator Lights are on at the Left Station, but the Operation Selector Dial is set for the Right Station. To search back to the beginning of this exercise and play back again, switch Operation Selector Dial to Left Station and back to the Right Station again.

RECORD AGAIN

Now that you understand the principle of using Switch Codes, record the sentence again. This time, record everything that plays from the Right Station on the right tape before going to the Left Station. Then record all the phrases which play from the Left Station on the left tape.

To prepare the right tape:

1. Type *The MT/ST has the ability to play from the Right Station,*.

2. Space.

3. Record a Switch Code.

4. Type *the Right Station,*.

5. Space.

6. Record a Switch Code.

7. Repeat above procedure for rest of Right Station recording, ending with Stop and Reference Codes.

Follow same procedure for left tape.

```
    The MT/ST has the ability to play from the Right Station, the Left
Station, the Right Station, the Left Station, the Right Station, the Left
Station, the Right Station, the Left Station, the Right Station, the Left
Station.
```

PLAY BACK

Practice Exercise G-2
Practice recording for automatic letter writing:

TYPEWRITER ADJUSTMENTS

1. Insert paper so top edge is aligned with top of card holder, in position to begin recording carrier returns.
2. Remember to set a tab one space from left margin for recording inside address and title line.

RECORD

1. Set Operation Selector Dial for Record, Right Station.
2. Record:

   > 13 Carrier Return Codes
   > date
   > 5 Carrier Return Codes
   > Switch Code

3. Go to Record, Left Station
4. Record:

   > 2 Carrier Return Codes
   > Mr. J. A. Davidson
   > Davidson Enterprises
   > 234 Main Street
   > Dearborn, Missouri
   > Switch Code

5. Go to Record, Right Station
6. Record:

   > 2 Carrier Return Codes
   > Dear Mr.
   > space
   > Switch Code

7. Go to Record, Left Station
8. Record:

   > Davidson
   > Switch Code

9. Go to Record, Right Station
10. Record:

    > :
    > 2 Carrier Return Codes
    > body of letter through space preceding *Davidson Enterprises*
    > Switch Code

11. Go to Record, Left Station
12. Record:

    > Davidson Enterprises
    > space
    > Switch Code

13. Go to Record, Right Station
14. Record:

    > body of letter through carrier return preceding meeting time
    > Switch Code

15. Go to Record, Left Station
16. Record:

    > 2:30
    > space
    > Switch Code

17. Go to Record, Right Station
18. Record:

    > body of letter through space preceding day of the month
    > Switch Code

19. Go to Record, Left Station
20. Record:
   15.
   2 spaces
   Switch Code

21. Go to Record, Right Station
22. Record:
   completion of letter
   (Remember to tab and record a Backspace Code before the writer's title.)
   Automatic Search Code
   Reference Code

23. Go to Record, Left Station
24. Record:
   Reference Code

PLAY BACK

1. Insert paper to top of card holder.
2. Search back to beginning of this project on both tapes.
3. Begin playback from right tape.

(Current Date)

Mr. J. A. Davidson
Davidson Enterprises
234 Main Street
Dearborn, Missouri

Dear Mr. Davidson

It is a pleasure to invite you to a private showing of our complete typewriter line featuring the IBM Magnetic Tape "Selectric" Typewriter.

The MT/ST is a sophisticated typewriter which offers you increased economy in your typing stations producing a heavy volume of difficult, repetitive typing. From working with you folks at Davidson Enterprises with your other IBM typewriter installations, I know there are several areas of your work which can be simplified with our new equipment.

The demonstration of new equipment will be held at our IBM office at 2:30 on the afternoon of October 15. The receptionist will show you to the Conference Room.

I am looking forward to greeting you personally and showing you the new typewriter of which we in IBM are so proud.

Sincerely yours,

John J. Anderson
Sales Representative

JJA/dd

Practice Exercise G-3

Practice recording all information on one tape at once instead of switching back and forth between tapes:

RECORD

1. Re-record basic-letter tape at the Right Station, but this time, record everything which goes on this tape before typing any of the variables at the Left Station.

2. Record the names, addresses, and variable information at the Left Station.

(Current Date)

Mr. J. A. Davidson
Davidson Enterprises
234 Main Street
Dearborn, Missouri

Dear Mr. Davidson

It is a pleasure to invite you to a private showing of our complete typewriter line featuring the IBM Magnetic Tape "Selectric" Typewriter.

The MT/ST is a sophisticated typewriter which offers you increased economy in your typing stations producing a heavy volume of difficult, repetitive typing. From working with you folks at Davidson Enterprises with your other IBM typewriter installations, I know there are several areas of your work which can be simplified with our new equipment.

The demonstration of new equipment will be held at our IBM office at 2:30 on the afternoon of October 15. The receptionist will show you to the Conference Room.

I am looking forward to greeting you personally and showing you the new typewriter of which we in IBM are so proud.

Sincerely yours,

John J. Anderson
Sales Representative

JJA/dd

3/2

2:00, October 15

Mr. J. A. Davidson
Davidson Enterprises
234 Main Street
Dearborn, Missouri

Mr. H. D. Woods
Woods Printing Company
789 Barton Boulevard
St. Joseph, Missouri

Mr. D. J. Lazer
Lazer Distributing Company
5820 Michigan Avenue
Dearborn, Missouri

10:00, October 15

Mr. Quinton Johanson
Johanson Brothers, Inc.
4040 Lilac Lane
St. Joseph, Missouri

Mr. C. C. Collins
Collins School of Business
Broadway at 53rd Street
St. Joseph, Missouri

Mr. H. R. Mizell
Mizell Hardware Supplies
6666 Jasper Street
Dearborn, Missouri

2:30, October 16

Mr. B. R. Henry
Henry Supplies, Inc.
7890 Seventh Avenue
St. Joseph, Missouri

Mr. K. K. Kane
Kane Canes
5882 Eighth Avenue
Dearborn, Missouri

Mr. H. D. Spurrier
Spurrier Equipment Corporation
9483 Ninth Avenue
St. Joseph, Missouri

PLAY BACK

1. Search back to the beginning of this project on both tapes.

2. Play back the first two letters as proof of having followed correct recording procedure.

(Go back to Training Guide, page 78)

Practice Exercise G-4

Practice addressing envelopes using a program tape:

RECORD

1. Put a new tape on the Right Station, or search to reference position following basic letter and record there.

2. Record:
   Switch Code
   tab
   Switch Code
   Switch Code
   Switch Code
   Switch Code
   Stop Code
   Automatic Search Code
   Reference Code

PLAY BACK

1. Set left margin of typewriter at point where addresses can type out at margin.

2. Set a tab one space from the left margin (because addresses were recorded with a tab and Backspace Code for each line) and another at the left side of the scratch paper for typing variable information.

3. Insert scratch paper at right side of carriage.

4. Insert envelope to line for typing first line of address.

5. Search to beginning of address tape.

6. Search to beginning of program tape. (This will be reference position 01 if recorded on a new tape or no. 02 if recorded after the basic letter.)

7. Leave the Reference Number for the program tape in Reference Number Dial.

8. Depress Start Button.
   Name and address will print on envelope; variable information will print on paper tape.
   Machine will read Automatic Search Code and tape will search back to beginning of Switch Codes on program tape.

9. Remove envelope and insert another.

10. Repeat for all envelopes to be addressed.

IBM